

# ROBESON TECHNICAL INSTITUTE

The logo is a stylized, symmetrical design. It features a central blue circle with a white outline. Inside this circle, the letters "rti" are written in a white, lowercase, sans-serif font. Above the "i", there is a small white dot. Surrounding the central circle are four thick, curved bands. The top and bottom bands are a light green color, while the left and right bands are a medium blue color. These bands are curved and overlap each other, creating a sunburst or flame-like effect.

*rti*

**BULLETIN 1975 - 1976**



Digitized by the Internet Archive  
in 2016

<https://archive.org/details/robesontechnical04robe>

# **ROBESON TECHNICAL INSTITUTE**



**A UNIT OF THE DEPARTMENT  
OF COMMUNITY COLLEGES**

Drawer A  
LUMBERTON, N. C. 28358  
Telephone 738-7101  
**BULLETIN**  
1975 - 1976

## TABLE OF CONTENTS

### General Information

School Calendars.....	3 & 4
-----------------------	-------

### General Information

Officers of Administration.....	5
Philosophy, Purpose, and Objectives.....	6
Accreditation.....	6
Student Services.....	7
Student Activities.....	8-9
Admission Policy.....	10-11-12
Continuing Education.....	12
Cost.....	13

### Programs of Study

Accounting.....	15
Agriculture Business Technology.....	16
Agriculture Science and Mechanization.....	17
Air Conditioning and Refrigeration.....	18
Automotive Mechanics.....	19
Business Administration.....	20
Carpentry and Cabinetmaking.....	21
Cosmetology.....	22
Developmental Studies.....	23
Electrical Installation and Maintenance.....	24
General Education.....	25
General Engineering Technology.....	26
Industrial Maintenance--Electromechanical.....	27
Industrial Management.....	28
Machinist.....	29
Masonry.....	30
Mechanical Drafting and Design Technology.....	31
Police Science Technology.....	32
Practical Nursing.....	33
Radio, Television, and Electronic Servicing.....	34
Secretarial Science--Executive.....	35
Secretarial Science--Legal.....	36
Secretarial Science--Medical.....	37
Secretarial Science--General Office Technology.....	38
Welding.....	39

Robeson Technical Institute publishes this bulletin for the purpose of providing students and other interested persons with information about the institute's programs. The Institute reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings.

Robeson Technical Institute is an Equal Opportunity Institution.

## SCHOOL CALENDAR

1974-1975

### FALL QUARTER

September 3..... Freshman Orientation and Registration  
September 4..... Senior Orientation and Registration  
September 5..... Classes Begin  
November 20..... Last Day of Classes--End of Fall Quarter

### WINTER QUARTER

November 22..... Registration  
November 25..... Classes Begin  
November 28, 29..... Thanksgiving Holidays  
December 20-January 1..... Christmas Holidays  
February 24..... End of Winter Quarter

### SPRING QUARTER

February 27..... Registration  
March 3..... Classes Begin  
March 28-31..... Easter Holidays  
May 20..... End of Spring Quarter

### SUMMER QUARTER

May 22..... Registration  
May 23..... Classes Begin  
May 26, 27, 28, (or 28, 29, 30) Instructors Workshop--Student Holidays  
July 4..... Holiday  
August 6..... End of Summer Quarter  
August 8..... Commencement  
August 11-22..... Instructor's Vacation

## SCHOOL CALENDAR

1975-1976

### FALL QUARTER

September 2.....	Freshman Orientation and Registration
September 3.....	Senior Orientation and Registration
September 4.....	Classes Begin
November 19.....	End of Fall Quarter

### WINTER QUARTER

November 21.....	Registration
November 24.....	Classes Begin
November 27, 28.....	Thanksgiving Holidays
December 22-January 2.....	Christmas Holidays
January 5.....	Classes Resume
February 24.....	End of Winter Quarter

### SPRING QUARTER

February 26.....	Registration
February 27.....	Classes Begin
April 16-19.....	Easter Holidays
May 17.....	End of Spring Quarter

### SUMMER QUARTER

May 19.....	Registration
May 20.....	Classes Begin
May 31, June 1, 2.....	Instructors Workshop--Student Holidays
July 5.....	Holiday
August 4.....	End of Summer Quarter
August 6.....	Commencement
August 9-20.....	Instructor's Vacation

**OFFICERS OF ADMINISTRATION**  
**Department of Community Colleges**

Ben E. Fountain, Jr.		President
<b>Board of Trustees</b>		
I. J. Williams		Chairman
John L. Carter		Vice Chairman
R. Craig Allen		Secretary
<i>Expiration of Term</i>		
<i>Appointed by Commissioners of Robeson County:</i>		
Gurney S. Kinlaw		June 30, 1977
Vernon Floyd		June 30, 1975
B. C. McBee		June 30, 1979
J. A. Singleton, Jr.		June 30, 1977
<i>Expiration of Term</i>		
<i>Appointed by Robeson County Board of Education:</i>		
John L. Carter		June 30, 1981
Guy P. McCormick		June 30, 1977
A. D. Lewis, Jr.		June 30, 1979
I. J. Williams		June 30, 1975
<i>Expiration of Term</i>		
<i>Appointed by Governor of North Carolina:</i>		
Gene Ballard		June 30, 1979
John W. Oxendine		June 30, 1975
Scott Shepherd		June 30, 1977
Glenn A. Maynor		June 30, 1981
<b>ADMINISTRATIVE STAFF</b>		
R. Craig Allen		President
Ronald C. Brown		Director of Admissions
Marcus Everitte		Director of Library
Russell E. Hellekson		Business Manager
George E. Howard		Dean of Instruction
Judith Ann Jones		Counselor
James Willis Lawson		Director of Career Education
R. Frank Leggett, Jr.		Director of Enrichment Education
Max H. Lippard		Administrative Assistant
Eddie M. Locklear		Director of Veterans Affairs and Placement
Marie M. Malloy		Director of Community Affairs
T. Eugene Mercer		Director of Basic Education
Harold B. Thompson		Director of Occupational Extension
Vernon Ray Thompson		Administrative Assistant
Frederick G. Williams, Jr.		Dean of Student Services
Rosa W. Cooper		Accountant
Jackie Ashley		Receptionist/Switchboard Operator
Lola B. Bracey		Secretary, President
Carolyn Britt		Secretary, Library
Sarah C. Brown		Secretary, Faculty/Staff
Ann R. Carter		Secretary, Faculty/Staff
Judy B. Conner		Secretary, Student Services
Cathy N. Fields		Secretary, Basic Education
Mary P. Hughes		Secretary, Enrichment Education
Georgia Langley		Secretary, Career Education
Linda McCoy		Veteran Services Officer
Carol Powers		Secretary, Business Manager
Nell Reising		Secretary, Occupational Extension
Vickie J. Walters		Secretary, Student Services
Juanita Worrell		Secretary, Dean of Instruction
Lynne R. Parker		Assistant to Accountant
Anna Kemp		Secretary, Student Services

## **PHILOSOPHY, PURPOSES, AND OBJECTIVES**

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The Institute helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the Institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities and career aspirations.

To achieve these purposes, Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individuals needs of the citizens of the area.

## **ACCREDITATION**

Robeson Technical Institute is a member of the North Carolina Department of Community Colleges and is accredited by the State Board of Education. All programs offered by the Institute have been approved officially by the North Carolina State Board of Education, by the Veterans Administration, and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing Program is approved by the North Carolina Board of Nursing. The Cosmetology Program is approved by the North Carolina State Board of Cosmetic Art Examiners.

The Institute is a Candidate for accreditation with the Southern Association of Colleges and Schools.

## STUDENT SERVICES

Robeson Technical Institute provides many personnel services designed to make the educational experiences of its students profitable and satisfying. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

### Counseling Service

Professionally trained counselors are available for vocational, academic, and personal counseling for both day and evening students. Students are encouraged to make use of this service at any time. A counselor is always available in the Student Services office.

### Testing Service

A placement test battery, given to all full-time applicants, is both an entrance requirement and a counseling tool for placement. Other testing services are available upon request. All testing is provided at no cost to students.

### Financial Assistance

Sources of assistance are (1) R.T.I. Student Aid Fund, (2) Federal Grants, (3) College Work-Study Program, (4) educational loans. There are other programs for veterans and disabled persons. Information and applications are available in the office of Student Services.

### Placement Services

The Placement Service is designed to assist students and graduates in their search for either temporary or career job opportunities. A Student Services counselor maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.



## STUDENT ACTIVITES



Student Government



Newspaper



Annual



Clubs



Miss RTI Pageant



Dances



Slave Auction



Sports



Parades



Fashion Show



Picnics



Field Day

Break-time



Contests



## **ADMISSIONS POLICY**

Robeson Technical Institute maintains an "open door" policy for all applicants who are high school graduates or who have reached their eighteenth birthday. The Institute serves all students regardless of race, color, creed, sex, or national origin. All prospective students may be admitted to the different curricula based upon individual preparation and readiness.

### **ADMISSION REQUIREMENTS - CAREER EDUCATION PROGRAMS**

#### **Full-time Students**

Two-year programs for Associate of Applied Science Degree.

1. High School graduate or the equivalent
2. Application
3. Transcript of previous education
4. Completion of standardized test battery
5. Complete medical history form
6. Counseling interview, where applicable

One-year programs for Diploma and Certificate Programs

1. Eighteen years of age or older and the ability to profit from instruction
2. Application
3. Transcript of previous education
4. Completion of standardized test battery
5. Complete medical history form
6. Counseling interview, where applicable
7. Additional requirements for Practical Nursing
  - a. High school graduate or equivalent
  - b. Medical examination by a physician
  - c. Interview with, and approval of, nursing department supervisors
  - d. Two character reference letters
  - e. Proof of innoculations for tetanus
8. Additional Requirements for Cosmetology
  - a. High school graduate or equivalent
  - b. Medical examination by a physician within 30 days prior to registration
  - c. Serological lab test, tuberculin skin test or chest x-ray within 30 days prior to registration

The following procedures will be followed for registering full-time students.

1. Complete application form
2. Provide transcript of previous education
3. Complete medical history form
4. Complete standardized test battery
5. Provide any additional requirements for specific course

6. Personal reference letter for transfer students
7. Counseling interview where applicable
8. Review by admissions officer
9. Further counseling, if necessary
10. Letter of acceptance to specific course
11. Notification of day and time to report for registration

### **Part-time Students**

Adult students may be admitted under special provision which allows them to take up to ten quarter hours of credit before completing admission requirements. However, all admission requirements must be met by the time the student has completed ten quarter hours of work if credit is to be granted.

Students who do not earn a "C" or better average on the first ten credit hours attempted will be referred to a counselor for consultation before registering for additional courses.

The following procedures will be followed for registering part-time students.

1. Complete application
2. Provide high school transcript from post-secondary institution, if attended
3. Register for courses
4. Pay tuition
5. Admit as special student

### **Credit By Transfer**

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of R.T.I. courses. Students who wish to transfer from other colleges and technical institutes must be eligible to return to the institution last attended.

The Director of Admissions will evaluate transcripts of previous education to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record as soon as the student enrolls.

A personal reference letter from the former post-secondary school will be required for transfer acceptance.

### **Credit By Examination**

Any student, with the recommendation of a counselor and an advisor, may apply for credit for any curriculum credit course offered by R.T.I. Proficiency examinations will be required for each course.

All credits received via examination will be posted on the student's permanent record, with the examination grade and the statement "credit by examination." Re-examination for the same course is prohibited.

## **SPECIAL CONDITIONS**

Any person who has been convicted of violation of, or has been known to violate, the North Carolina Uniform Narcotic Drug Act as a pusher (seller) or user of drugs listed as illegal shall not be admitted to Robeson Technical Institute, except with the permission of the Board of Trustees of the Robeson Technical Institute.

Any person who has been indicted for violation of the North Carolina Uniform Narcotic Drug Act, or for which there is good reason to believe that the person has violated the N. C. Uniform Drug Act, will have his application for admission to Robeson Technical Institute held in abeyance until such time as his case is cleared in a court of law, or his name can be cleared through ample evidence supplied by the applicant or his representative.

## **CONTINUING EDUCATION**

### **[Adult Basic, High School, Adult Enrichment, Occupational Extension]**

The "open door" policy is observed regarding requirements for admission to Continuing Education classes. Any person who is a high school graduate, or at least 18 years of age and not currently attending a public school, is eligible to enroll.

#### **Additional Requirements - High School Programs**

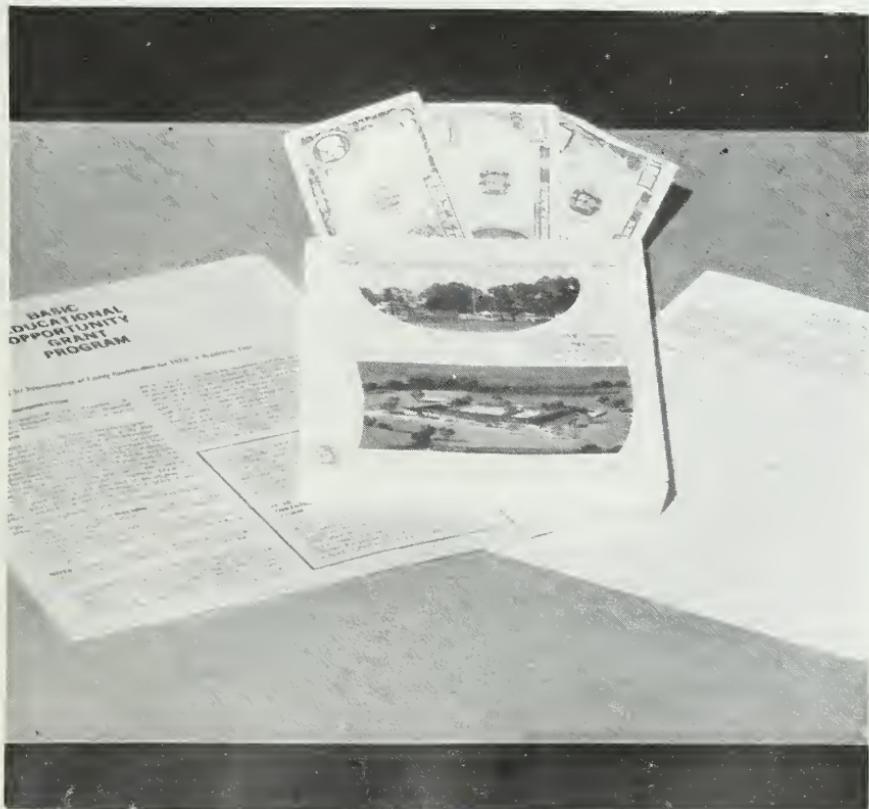
1. For admission to the Adult High School Diploma Program, a person must be at least 18 years of age and out of public schools for at least six months. Upon written recommendation of the local school superintendent, individual public school dropouts, between the ages of 16 and 18 may be admitted as students with special needs.
2. The entrance level of each student applying for admission to the Adult High School Diploma Program shall be determined in one of the following manners:
  - a. The procedure shall be to apply the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (a) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance levels. Thus, an applicant with a percentile rank of 50 on English for eleventh grade end-of-year norms would be classified as a senior in English for course-of-study purposes; and so on for other subject fields.
  - b. A certified transcript from a state or regionally accredited secondary school showing courses and years of work completed.

## COST

Robeson Technical Institute receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

Item	Student	
	Out-of-State	In-State
Tuition (each quarter)	\$137.50	\$32.00
Books	40.00	40.00
Activity Fee (First Quarter Only)	15.00	15.00
Graduation Fee (Last Quarter Only)	15.00	15.00
Auto Mechanics Tool Kit	70.00	70.00
Cosmetology Kit	35.00	35.00

Personal expenses, transportation, and other costs vary according to the student. A fee of \$5 may be charged those who enroll after announced registration days.





*RTI: a place to learn*

# ACCOUNTING

[Associate in Applied Science Degree]

[18 Months Training]

Do you have an aptitude for logical thinking and enjoy working with figures? If so, Accounting may be for you. Along with these two qualities, you will need patience, persistence, and the ability to work with extreme accuracy.

Experienced and capable individuals are in strong demand and, once the individual becomes skilled, advancement prospects are excellent.

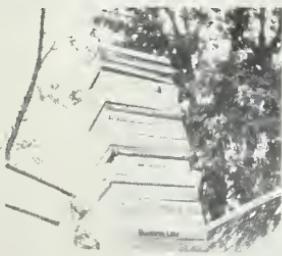


## Areas of Study

Accounting	Business Finance
Economics	Introduction to Data Processing
Typewriting	Office Machines
Business Math	Taxes
Communicative Skills	Office Management
Business Law	Cost Accounting
Applied Psychology	Business Insurance
Credit Procedures and Problems	Social Science

## Job Opportunities

Accounting Clerks  
Accounting Machine Operators  
Cost Accountants



Payroll Clerks  
Auditors  
Office Managers



# AGRICULTURAL BUSINESS TECHNOLOGY

[Associate in Applied Science Degree]

[18 Months Training]

Rapid changes in farming methods and in related agricultural businesses have given rise to the need for more technically trained people. Many farm-related businesses and industries employ persons to assist in marketing, processing, and distributing farm products, and in providing services to the farmer. Many responsible positions require technical training not available in high schools or in four-year colleges.

It is anticipated that changes in agriculture and in the general economic environment will occur at an even faster rate during the next several years. Future employees in this field must be prepared to understand and to adapt to these changes.

## Areas of Study

Introduction to Business  
Animal Science  
Sales Development  
Agricultural Marketing  
Soil Conservation

Business Communications  
Agricultural Mechanization  
Plant Science  
Farm Business Management  
General Horticulture



## Job Opportunities

Salesman or store manager in farm supply store  
Agricultural field serviceman  
Salesman, demonstrator, or plant manager of feed and food companies  
Farm products inspector or salesman  
Office manager of farm products marketing firms

# AGRICULTURAL SCIENCE AND MECHANIZATION VETERAN FARMER TRAINING

[Associate in Applied Science Degree]

[36 Months Training]

Farming is one of man's oldest professions and is most essential to our livelihood. If you are interested in learning how to farm, or in increasing your knowledge of farming, the Agricultural Science and Mechanization Program may be for you. If you are a service veteran, the combination of farming and schooling may meet the requirements for you to receive full-time V. A. benefits.

At the present time there is a shortage of highly skilled farmers. The young man of today may find farming a most challenging and rewarding business.



**Areas of Study**

Farm Tractors  
Farm Business Management  
Swine Feeding and Management  
Pastures and Forage Crops  
Farm Accounting and Records  
Farm and Home Construction  
Agriculture Finance

Techniques of Welding  
Beef Production  
Farm Electrification  
Feed Grain Crops  
Agricultural Math  
Fertilizers and Lime  
Surveying

## Job Opportunities

Farm Management  
Livestock Production  
Crop Production

Farm and Home Construction  
Farm Maintenance  
Farm Equipment

# AIR CONDITIONING AND REFRIGERATION

[Diploma]

[12 Months Training]



Air conditioning and refrigeration craftsmen work with contractors and engineers installing and maintaining equipment in homes, hotels, office buildings, factories, and food stores. In recent years the "all year" comfort systems of cooling and heating have grown tremendously. The food industry needs people who are trained in refrigeration systems for freezing, storage, and display of products.

## Areas of Study

Tool and Equipment

Related Mathematics

Principles of Refrigeration

Blueprint Reading

Domestic and Commercial Refrigeration

Oil, Gas and Electric Heating

Automatic Controls

Basic Gas Welding

Related Applied Science

Cost Estimating

Duct Construction and

Maintenance

Small Business Operations

## Job Opportunities

Installation

Inspection

Supervisors

Service

Sales

Contractors

# **AUTOMOTIVE MECHANICS**

**[Diploma]**

**[12 Months Training]**

Automotive Mechanics requires an aptitude for mechanical work, good hand coordination and a keen interest in the operation of the automobile and its component parts.

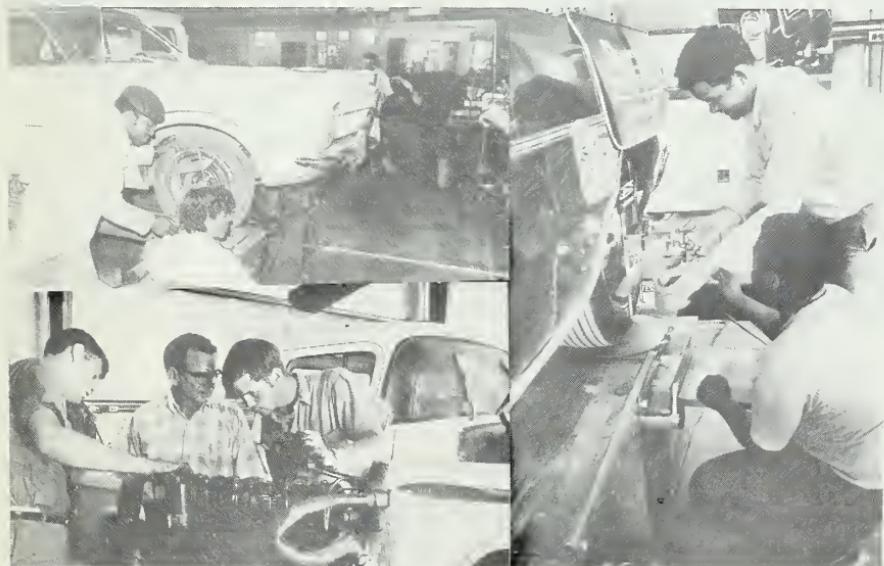
This challenging and rewarding field of study offers a wide range of job opportunities in the automotive and related fields of employment.

## **Areas of Study**

Related Mathematics	Engine Electrical and Fuel Systems
Internal Combustion Engines	Automotive Air Conditioning
Schematics and Diagrams	Related Applied Science
Related Communicative Skills	Automotive Chasis and Suspension Systems
Basic Welding	
Automotive Braking Systems	Small Business Operations

## **Job Opportunities**

Specialized Mechanics	Automobile Dealerships
Auto Service Centers	Automobile Diagnostic Centers
Specialized Shops	Foreman
Independent Garages	Parts Dealerships



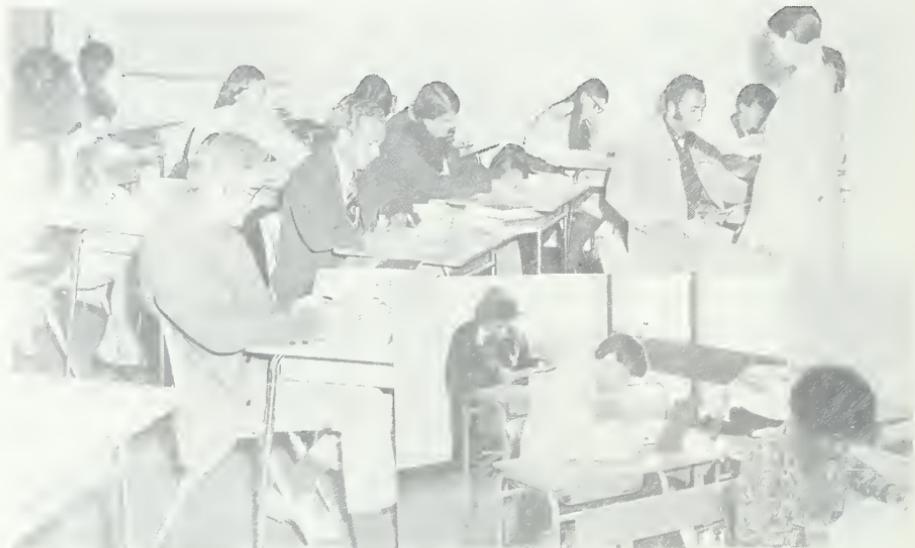
## BUSINESS ADMINISTRATION

**[Associate in Applied Science Degree]**

**[18 Months Training]**

Does the business world appeal to you? Do you like organization and management? Finance? Sales? Working with people? Business Administration may hold the key for you.

This course is designed to prepare the student for employment in one of the many occupations related to business. With the increased population and industrial development in our state, business has become more competitive and specialized. The better job opportunities will be filled by those with specialized education beyond the high school level. Employment outlook is bright for many years to come.



### **Areas of Study**

Economics  
Business Math  
Typewriting  
Office Machines  
Accounting

Business Law  
Psychology  
Taxes  
Business Finance  
Business Insurance

Introduction to Data Processing  
Business Management  
Sales Promotion and Advertising

### **Job Opportunities**

Advertising  
Insurance  
Credit  
Finance

Banking  
Industrial Management  
Retailing

Wholesaling  
Transportation  
Communications

# CARPENTRY AND CABINETMAKING

[Diploma]

[12 Months Training]

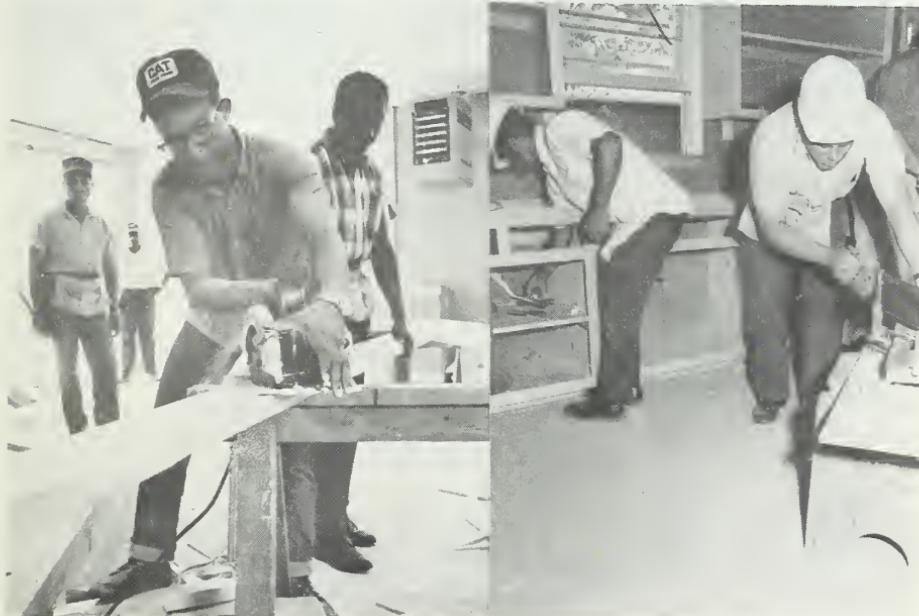
A student of carpentry and cabinetmaking must have an interest in "putting things together." He should enjoy working indoors and outdoors, in creating things of usefulness and beauty. If these traits fit you, then Carpentry and Cabinetmaking may be your course. The opportunities are of such range as to be almost unlimited.

## Areas of Study

Use of Hand Tools and Power Tools	Related Communicative Skills
Blueprint Reading	Human Relations
Layouts and Foundations	Small Business Operations
Codes and Specifications	Floor, Wall and Roof Framing
Building Trades Mathematics	Surveying

## Job Opportunities

J Journeyman	Residential and Commercial
Foreman	Estimator
Supervisor	Cabinet Maker
Superintendent	Finish Carpenter
Contractor	Maintenance Carpenter
	Building Supply Salesman



# **COSMETOLOGY**

**[Diploma]**

**[12 Months Training]**

Cosmetology has reached such giant proportions that it is a multi-billion dollar industry. Professionals in the field, both men and women, are competent and efficient as well as artistic. Only those who know the science and theory of beauty culture as well as the application can acquire the status of professional beauticians. Their future is limited only by their personal ambitions.

This program is approved by the North Carolina State Board of Cosmetic Art Examiners and qualifies graduates to take the State Board examination in Cosmetology. Beginning students may enroll in the fall or in the spring quarter.



## **Areas of Study**

Bacteriology  
Sanitation and First Aid  
Hair Styling  
Care of Nails  
Dermatology and Facial Make-up  
Salon Management

Hair Coloring and Lightening  
Hair Shaping  
Anatomy  
Chemistry  
Communicative Skills  
Human Relations

## **Job Opportunities**

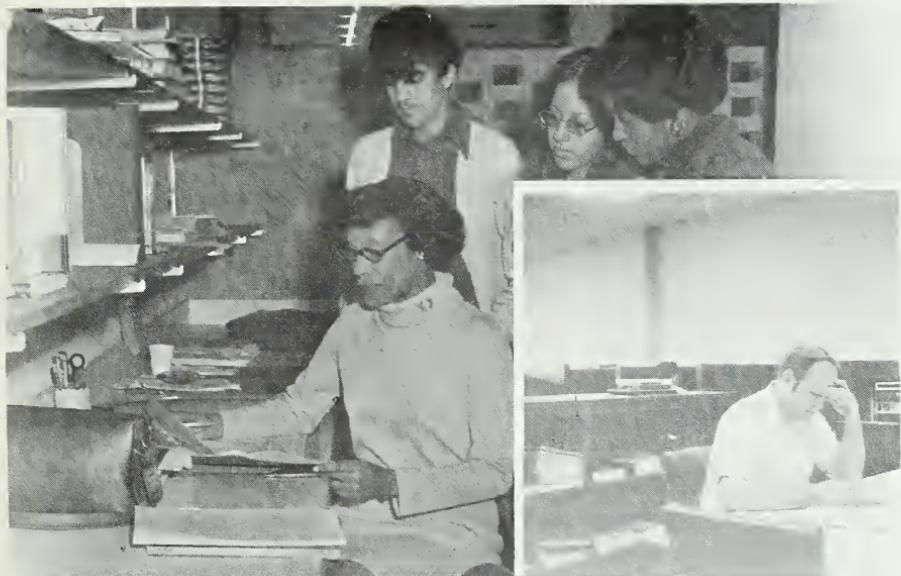
Salons  
Department Stores  
Hospitals  
Hotels

Privately Owned Shops  
Supervisor  
Management  
Supply Sales

## DEVELOPMENTAL STUDIES

[Certificate]

[9 Months Training]



Are you in doubt about your career? Do you need a deeper understanding of the fundamentals of the English language? Would you like to increase your reading speed and better understand what you have read? Do you need to expand your math background? Would you like to develop some good study habits? Do you need help in deciding on a career?

The Developmental Studies program is offered to strengthen educational limitations and to provide assistance in career selection.

### Areas of Study

Methods of Study  
Communicative Skills  
Vocational Audit  
Psychology and Problem Solving  
Composition

Reading Improvement  
General Mathematics  
Vocational Selection  
Comparative Government  
General Science

### Job Opportunities

In cases where the student cannot attain a level of academic proficiency to enter regular curriculum programs, he will be counseled and every effort will be made to assist him in finding employment.

# **ELECTRICAL INSTALLATION AND MAINTENANCE**

**[Diploma]**

**[12 Months Training]**

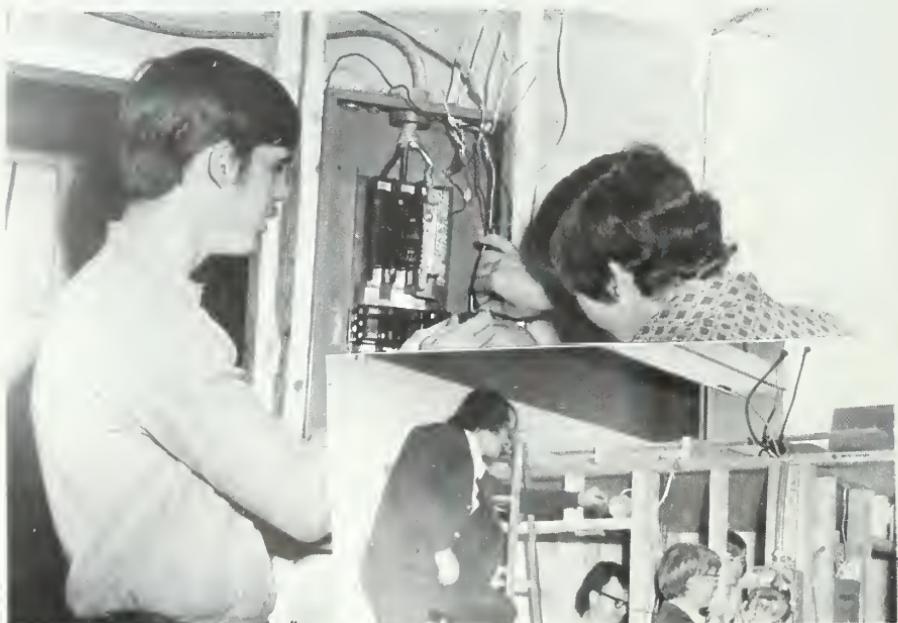
Electrical Installation and Maintenance is for students who qualify by interest, initiative, and aptitude, and who want to work in a fast growing technical field. It is designed to challenge those with average or better mental ability, a good high school mathematical background, sound mechanical comprehension, an inquiring mind, and an interest in scientific fields of work.

## **Areas of Study**

Residential Wiring	Direct and Alternating Current
Electrical Blueprint Reading	Motors and Controls
Electrical Mathematics	Related Applied Science
Related Communicative Skills	Human Relations
Direct and Alternating Current	Commercial and Industrial Wiring
	Small Business Operations

## **Job Opportunities**

Industrial Installation	Licensed Electrician
Industrial Maintenance	Sales and Service
Construction Electrician	Electrical Contractor



## GENERAL EDUCATION

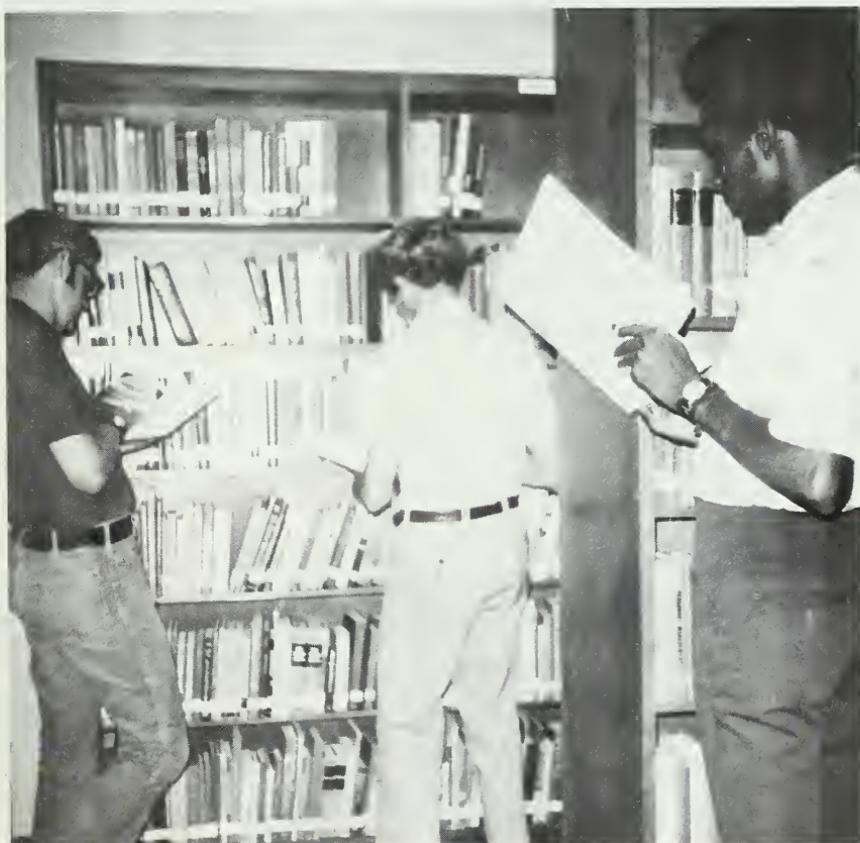
### [Associate Degree in General Education

[18 Months]

Do you want to expand your studies two years beyond the high school level in the field of liberal arts? This program offers two years of general education, with the option of choosing some courses according to personal interests. The freshman and/or sophomore level course work is transferable to any college or university that accepts transfer credit from Robeson Technical Institute.

The cluster of courses include: 1. English and literature, 2. fine arts and philosophy, 3. social science, 4. science, and mathematics. Other interest type courses may be elected if an individual wishes to improve or expand specific skills.

The successful completion of ninety-six quarter hours of general education and interest type courses culminate in an Associate Degree in General Education. The degree program should include courses from each of the four course areas listed above.



## GENERAL ENGINEERING TECHNOLOGY

[Associate in Applied Science Degree]

[18.5 Months Training]

The General Engineering Technology program offers a core of knowledge and skills needed by a technician in any engineering field.

The first year will be taught at Robeson Technical Institute, with transfer options to other institutions to complete the requirements for the Associate in Applied Science Degree in one of four engineering technologies:

Air Conditioning Technology--To prepare trainees in planning, installing, operating, and maintaining air conditioning equipment.

Civil Engineering Technology--To provide the technician with knowledge to carry out many of the planning and supervisory tasks necessary in construction of highways, bridges, airfields, industrial buildings, and utilities.

Environmental Engineering Technology--Training for technicians to work in areas related to sanitary engineering and public health.

Mechanical Engineering Technology--To prepare technicians to assist engineers in design, development, and operation of machinery and other equipment parts.



# INDUSTRIAL MAINTENANCE -- ELECTROMECHANICAL

[Diploma]

[12 Months Training]

This program is designed to prepare persons to fill positions in plants and industries of this area. Upon completion of the program, the graduate should be able to implement preventive maintenance programs, diagnose malfunctions, perform all but major repairs on production machinery, install and connect machines to power sources, extend electric power lines within the plant according to standard codes, plan and make piping installations. The program stresses a working understanding of mechanisms, the development of ability to communicate effectively, and the fostering of attitudes of cooperation, responsibility, and pride in one's work.



## Areas of Study

Mechanical Blueprint Reading  
Direct and Alternating Current  
Machine Shop Theory and Practice  
Electrical Motors and Controls

Industrial Safety  
Basic Welding and Cutting  
Plumbing--Pipe Work  
Mechanical Maintenance

## Job Opportunities

Plant Maintenance  
Repairmen  
Foreman or Supervisor  
Electromechanical Mechanic  
Electrical Maintenance  
Machine Maintenance



## INDUSTRIAL MANAGEMENT

[Associate in Applied Science Degree]

[18 Months Training]

The industrial technician is concerned with such things as flow of work for most efficient production; time and motion studies; industrial accidents and fires; accounting and inventory control systems. One must know about the availability of a work force, plant location, salary administration, and job evaluation programs.

If you like people and are concerned with human relationships, if you recognize and appreciate the importance of scientific management in reducing costs and increasing productivity, a career in industrial management may be for you.

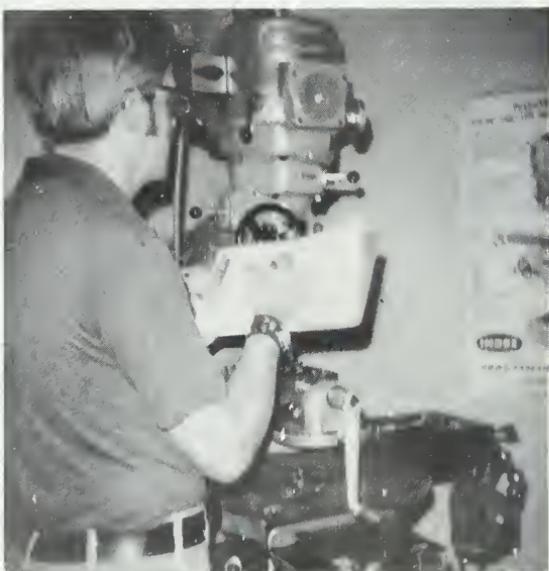
### Areas of Study

Introduction to Business  
Personnel Management and  
Supervision  
Manufacturing Cycles  
Industrial Safety  
Business Law  
Production Planning

Technical Drafting  
Job Analysis & Evaluation  
Foremanship Supervision  
Quality Control  
Management Problems  
Report Writing

### Job Opportunities

Foreman  
Stock Supervisor  
Supervisor of Personnel  
Quality Control Assistant  
Time Study Analyst  
Assistant Plant Engineer



# **MACHINIST**

**[Diploma]**

**[12 Months Training]**

Do you have mechanical aptitude and an interest in metal working machines? A course in the Machinist Program may be the key to a rewarding career for you.

This course is designed to give individuals the opportunity to acquire basic skills and the related vocational information necessary to gain employment in a machine shop. The machinist is a skilled worker who shapes metal by using machine tools and hand tools. This skilled worker must be able to set up and operate the machine tools found in a modern shop. The machinist makes standard calculations relating to dimensions of work, tooling, and feeds and speeds of machines. One must know the composition of metals in order to anneal and harden tools and metal parts.

## **Areas of Study**

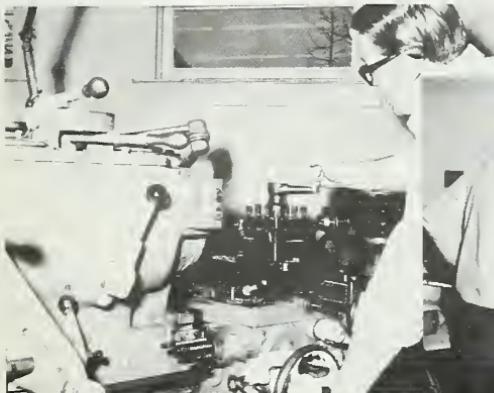
Shop Operations  
Mechanical Blueprint Reading  
Testing Instruments  
Related Communicative Skills  
Basic Welding

Measuring Instruments  
Related Applied Science  
Treatment Metals  
Small Business Operations  
Human Relations

## **Job Opportunities**

Tool Maker  
Machine Manufacturing  
Appliance Manufacturing  
Machine Shops

Set-Up Man  
Methods Technicians  
Foreman  
Quality Control



# **MASONRY**

**[Diploma]**

**[12 Months Training]**

Do you prefer work that is mostly out-of-doors? Do you have hand coordination and physical stamina?

If you can answer "yes" to these questions, then Masonry may be the course for you. Trained craftsmen are needed to fill well-paying positions in Masonry and related fields of employment.

## **Areas of Study**

Bricklaying  
Related Mathematics  
Construction Procedures

Blueprint Reading  
Surveying  
Small Business Operations

## **Job Opportunities**

Masons  
Inspector  
Supervisor  
Residential and Commercial Estimator

Foreman  
Contractor  
Supply Salesman  
Superintendent



# MECHANICAL DRAFTING AND DESIGN TECHNOLOGY

[Associate in Applied Science Degree]

[18 Months Training]

A draftsman likes to draw, can visualize objects, is curious about the "why of things," has a mechanical aptitude, is neat and systematic, and is concerned about details. If you have these qualities, then drafting may be your field.

Today, drafting is vital to virtually every phase of life in the United States. Drawings are the basis from which machines, machine parts, homes, factories, and commercial buildings are built. Bridges and roads rely on their drawings. Almost all man-made products have their beginning on the drawing board.

## AREAS OF STUDY

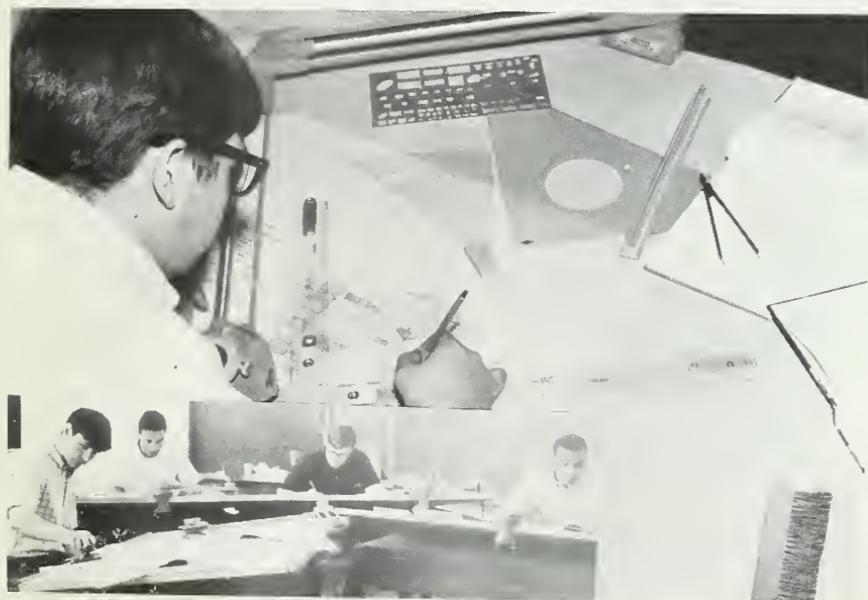
Technical Drafting  
Machine Processes  
Technical Mathematics  
Physical Metallurgy

Design Drafting  
Strength of Materials  
Structural Drafting  
Report Writing

## Job Opportunities

Machine Designer  
Mechanical Draftsman  
Consulting Engineering Firms

Research Assistants  
Engineering Assistant  
Layout and Detail Draftsman



# POLICE SCIENCE TECHNOLOGY

[Associate in Applied Science Degree]

[18 Months Training]

Are you concerned with the crime problems, and would you like working in the field of law enforcement? As long as there are people there will be a need for trained law officers. Law enforcement techniques of today require proficiency in many areas of study. Law officers seek reasons why crimes are committed and the types of people who commit crimes. They promote crime prevention and work toward that end. At the same time, they must be prepared to handle situations that arise, and must deal with the results of crime.

The demand far exceeds the supply of well trained personnel. Many opportunities are open for competent and dedicated young men and women. They engage in highly complex activities that require varied skills and specialized knowledge.

## Areas of Study

Police Organization and Administration	Traffic Planning and Management
Criminology	Firearms and Defensive Tactics
Motor Vehicle Laws	Criminal Investigation
National, State, Local Government	Criminal Evidence
Sociology and Psychology	Interviews and Investigations
First Aid and Safety	Identification Techniques
Criminal Law	Business Math
Communication Skills	Police Photography

## Job Opportunities

Private business and industry require law enforcement personnel in their daily functions: security officers, guards, investigators, and armed carriers. The federal government needs security guards, investigators, and national park police. On the state and local levels there is a need for policemen, security personnel, detectives, investigators, and sheriffs.



# PRACTICAL NURSING

## [Diploma]

### [12 Months Training]

If you have a "flair for science," and would like to become an important member of a medical health team, a career in nursing may be for you. You must have a warm personality and must like dealing with people of all kinds and of all ages. Graduates of the practical nursing program are eligible to apply to the State Board of Nursing for examination to become a Licensed Practical Nurse.

The job demands the utmost in accuracy, for errors are costly and could be dangerous to the patient. It requires a person who is intelligent, gentle, and sympathetic.

### Areas of Study

Body Structure and Function  
Math for Nurses  
Practical Nursing Procedures  
Medical Terminology  
Family Units

Drug Administration  
Related Communicative Skills  
Nutrition  
Obstetric-Pediatric Nursing  
Vocational Adjustment

### Job Opportunities

Hospitals  
Private Homes  
Nursing Homes  
Rest Homes

Health Departments  
Physicians' Office  
Physicians' Offices  
Dentists' Offices  
Industry



# RADIO, TELEVISION, AND ELECTRONIC SERVICING

[Diploma]

[12 Months Training]

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers and stereophonic sound system. These developments require expanded knowledge and skill for competent installation and repair services.

The program is designed so that a person will understand how a particular job in this field fits in with the overall operation of a business or industry.

## Areas of Study

Direct and Alternating Current  
Electrical Mathematics  
Vacuum Tubes and Electronic  
Circuits  
Amplifier Systems  
Small Business Operations

Radio Receiver Servicing  
Transistor Theory and Electronic  
Circuits  
Human Relations  
Television Receiver Circuits and  
Servicing  
Related Communicative Skills

## Job Opportunities

Radio Repair Servicing  
Production Inspection  
Electronic Inspection  
Radio Communication

Civil Service Employment  
Manufacturer Sales Representative  
Television Repair Servicing  
Electronic Communication Repair



# **SECRETARIAL SCIENCE, EXECUTIVE**

**[Associate in Applied Science Degree]**

**[18 Months Training]**

Are you neat in Appearance?

Are you congenial?

Do you enjoy carrying out details?

Do you enjoy working with people?

If your answer to these questions is "yes," the secretarial program is the one for you. It is a field in which promotions and responsibilities come with experience. The competent secretary is the key to an effective business office.

## **Areas of Study**

Introduction to Business	Office Machines
Shorthand	Personal Development
Typewriting	Taxes
Business Law	Social Science
Accounting	Terminology, Vocabulary and Spelling
Communicative Skills	Secretarial Procedures
Dictation and Transcription	Introduction to Data Processing

## **Job Opportunities**

Stenographer  
File Clerk Secretary  
Administrative Assistant

Private Secretary  
Bookkeeper Secretary  
Receptionist



## **SECRETARIAL SCIENCE, LEGAL**

**[Associate in Applied Science Degree]**

**[12 Months Training]**

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. Qualified legal secretaries will relieve the attorney of routine administrative matters. The legal office is greatly dependent on the effective and responsible legal secretary.

The legal secretary is expected to enhance the image of the law office. The typical legal secretary is alert to the needs and expectations of the employer and employer's clients.

### **Areas of Study**

Communicative Skills

Business Math

Typewriting

Shorthand

Accounting

Business Law

Terminology, Vocabulary, Spelling

Taxes

Dictation and Transcription

Office Machines

Personal Development

Filing

Introduction to Data Processing

Secretarial Procedures

### **Job Opportunities**

Law Offices

State Government

Real Estate Offices

Federal Government

Banks

City Government



## **SECRETARIAL SCIENCE, MEDICAL**

**[Associate in Applied Science Degree]**

**[18 Months Training]**

If you really like people and have other qualifications of a good secretary, you may find great satisfaction in being a medical secretary. A genuine interest in the welfare of others and a desire for a secretarial career combine most usefully in this career field.

It is often the task of the medical secretary to see that the doctor's office runs smoothly and has a friendly atmosphere.

If you have an aptitude for office management and an interest in the medical field, a career as a medical secretary may be for you.

### **Areas of Study**

Typewriting	Anatomy
Introduction to Business	Office Machines
Shorthand	Dictation and Transcription
Communicative Skills	Filing
Business Law	Secretarial Procedures
Terminology, Vocabulary and Spelling	Social Science
Introduction to Data Processing	Personal Development
Accounting	Office Management

### **Job Opportunities**

Doctors' Office	Hospitals
Clinics	Medical Care and Hospitalization Insurance
Medical Laboratories	Companies Manufacturers of Medical Supplies



# **SECRETARIAL SCIENCE, GENERAL OFFICE TECHNOLOGY**

**[Associate in Applied Science Degree]**

**[18 Months Training]**

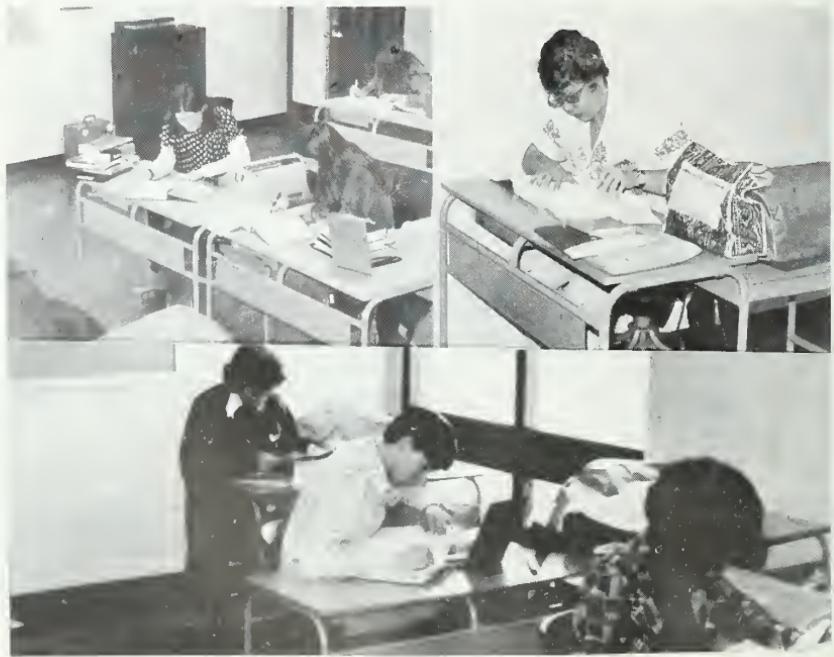
More people are employed in clerical occupations than in any other single job category. Increased production and automation mean that one must have a variety of skills for employment in the business world. General Office Technology offers specialized training in several skill areas.

## **Areas of Study**

Typewriting	Business Grammar
Introduction to Business	Business Law
Filing	Office Machines
Spelling	Personal Development
Terminology, Vocabulary, and Punctuation	Secretarial Procedures

## **Job Opportunities**

Accounting Clerk	File Clerk
Bookkeeper	Machine Transcriptionist
Receptionist	Private Secretary



## **WELDING**

**[Diploma]**

**[12 Months Training]**

If you have good hand coordination, keen eyesight, and want training in an occupation with a bright future, Welding may be for you. Where there is industry, there is welding. The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement.

### **Areas of Study**

Oxyacetylene Welding and Cutting	Inert Gas Welding
Mechanical Blueprint Reading	Human Relations
Related Applied Science	Pipe Welding
Arc Welding	Commercial and Industrial Practices
Machine Shop Processes	Related Mathematics
Related Communicative Skills	Small Business Operations

### **Job Opportunities**

Production Welding	Welding Technician
Pipe Welding	Welding Supervisor
M. I. G. Welding	Welding Inspector
T. I. G. Welding	Welding Analyst
Shop Welding	Sales and Service Industry





RTI: a fun place to be





ROBESON TECHNICAL INSTITUTE  
Drawer A  
Lumberton, North Carolina 28358  
Telephone 738-7101



Non-Profit Org.  
U. S. Postage  
PAID  
St. Pauls, N. C.  
Permit 2